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ADMINISTRATION

**STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: Agriculture (HDOA)
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

Sponsorship for the National Association of State Departments of Agriculture's (NASDA) 2015 Annual Meeting is requested to support Hawaii serving as Host State for the 2015 Annual Meeting and to promote the 2015 event at the 2014 Annual Meeting in Burlington, VT. The goods and services to be provided through sponsorship from the Hawaii Department of Agriculture to NASDA includes the attached duties listed under "NASDA Staff Duties" and "Host State Duties", which will be paid by NASDA through coordination with the HDOA. Specific goods and services to be procured by NASDA in support of the planning and execution of the meetings include signage, printed materials, promotional items (Hawaii-grown and Hawaii-made agricultural products), ground transportation to/from meeting venues, commemorative logo pin and meeting memorabilia/souvenir, offsite tour arrangements, cultural presentations (for example: Hawaiian welcome chant, Chinese lion dance, Japanese taiko drum closing) and other services provided to promote the Host State.

2. Vendor/Contractor/Service Provider: National Assoc. of State Departments of Agriculture

3. Amount of Request:
\$ 50,000

4. Term of Contract From: 6/15/2014 To: 12/15/2015

5. Prior SPO-007, Procurement Exemption (PE):

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:


The NASDA Annual Meetings take place in the state represented by the person serving as President as demonstrated by the attached listing of meeting locations. Scott E. Enright, Chairperson, Board of Agriculture, currently holds the office of Vice-President and will serve as President of NASDA in 2015. As such, Hawaii, has the duty and honor of hosting the 2015 Annual Meeting. It is not practicable or advantageous to procure the goods and services by competitive means as the sponsorship is expected of the Host State as the duty of a member and officer. The services provided by NASDA are unique and cannot be competed. The last NASDA Annual Meeting hosted by Hawaii occurred in 1966, a detail to explain that this is a procurement for the HDOA where the goods and services are specific to membership in NASDA and not expected to recur as a cost to the State.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

NASDA (<http://www.nasda.org/>) was selected as the vendor because they are the organization representing the 50 State Departments of Agriculture, where Scott E. Enright, Chairperson, Board of Agriculture, holds the office of Vice-President and will serve as President of NASDA in 2015. Since the NASDA Annual Meeting takes place in the home state of the President and HDOA would be supporting the planning and execution of the NASDA meetings in 2014 in Burlington, VT and in 2015 in Kona, HI, the process utilized in selecting NASDA as the organization HDOA would support as service provider was decided when Hawaii was elected as Secretary-Treasurer in 2012, moved into the position of Second Vice-President in 2013, and Vice-President in 2014, and will lead to the office of President in 2015.

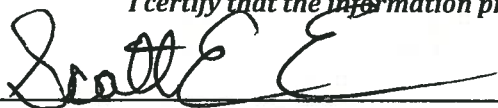
8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Scott E. Enright	HDOA	(808) 973-9550	scott.enright@hawaii.gov
Ken Kakesako	HDOA	(808) 973-9553	ken.h.kakesako@hawaii.gov
Sharon K. Hurd* 	HDOA	(808) 973-9465	sharon.k.hurd@hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided above is, to the best of my knowledge, true and correct.



Department Head Signature

6-2-14
Date


For Chief Procurement Officer Use Only

Date Notice Posted: 6/12/14

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

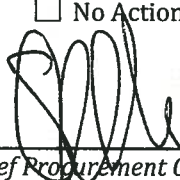
 This request is disapproved as it lacks sufficient justification for an exemption. Travel for employees should not be outsourced as the activities are governed by collective bargaining agreements, HAR Chapter 3-10, Procurement Circular 2007-03, its amendments, and covered in the mandatory training Workshop #155. Department may use the appropriate method of procurement (i.e. small purchase on ~~HePs~~ or HlePro) to compete.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

☐ Approved

☒ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

7/23/14
Date